



## DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS

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# Program Statement

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OPI: Case Management Services  
Number: 4353.3  
Date: November 27, 2001  
Subject: Separation Cases

1. **PURPOSE AND SCOPE.** To established procedures for separating inmates from one another when required for their safety or the secure and orderly operation of facilities where they are housed. Inmates who are separated from each other require clearance before internal housing changes, transfers, temporary releases (court appearances, writs, etc.) or participation in community activities to ensure that they are not placed in contact with inmates from whom they are separated.
2. **PROGRAM OBJECTIVE.** The expected result of this program is that inmates will be separated at all times from all documented separatees.
3. **DIRECTIVES REFERENCED**
  - a. PS 4810.1C Designations and Transfers (9/28/01)
  - b. PS 4353.2 D.C. Inmate Monitoring (9/28/01)
  - c. PS 4020.1A Admission and Orientation (9/15/00)
4. **STANDARDS REFERENCED**
  - a. American Correctional Association (ACA) 3<sup>rd</sup> Edition Standards for Adult Correctional Institutions: 3-4237 and 3-4239
  - b. American Correctional Association (ACA) 3<sup>rd</sup> Edition Standards for Adult Local Detention Facilities: 3-ALDF-4B-01 and 3-ALDF-4B-03
5. **AUTHORITY.** The authority to approve and lift Separation Orders is delegated as follows:
  - a. To the Wardens for inmates incarcerated at the D.C. Detention Facility and Central Facility.

- b. Administrators and Directors of halfway houses for inmates confined to halfway houses.
  - c. The Case Management Services Administrator, for cooperating witness separations and those housed in contract facilities. Separations issued by the Office of Case Management Services may only be removed by that office.
6. **DEFINITIONS.** For the purpose of this directive, **separation cases** are defined as inmates who may not be confined in the same housing area with other specified individuals who are presently housed in the DCDC or who may come into DCDC custody in the future.
7. **SEPARATION FACTORS** to consider in identifying an individual as a **separation case** include, but are not limited to:
- a. Testimony provided by or about an individual (in open court, to a grand jury, etc.); or
  - b. Whether the inmate has exhibited aggressive behavior towards other specific individuals, either in the community or within the institution; or
  - c. Inmates for whom there is no identifiable threat, but who are to be separated from others at the request of the courts, prosecutors or other law enforcement officials.
8. **SEPARATION ORDER**
- a. The identification of an inmate as a separation case shall be based upon documented information that substantiates the need for the separation. Documentation may include pre-sentence reports, orders by Superior Court or U.S. District Court Judges, letters from prosecutors, or institution investigative reports.
  - b. If an incident occurs while the inmate is confined or new information is presented that substantiates a separation order, the reporting staff shall submit the request through the chain-of-command to the Warden or Administrators designated in Section 5 of this directive, for approval and issuance of the Separation Order.
  - c. The responsibility for the filing of separation orders in the J&C and institutional files is that of the DCDC Records Office Chief where the inmate is housed and the separatee is located.
  - d. If the separation involves an inmate housed at the DC Detention Facility (DCDF), the DCDF Records Office shall forward a copy to the compliance office for conduct of a housing review.

- e. The responsibility for updating the Jail and Community Corrections System (JACCS) to reflect separatees will be that of the office manager or designee that first receives the information or where the order was initiated. For Example:
    - 1) Court Orders that go directly to the DCDF will be the responsibility of the DCDF Records Office Staff. Ideally, Records Office staff assigned to R & D will review documentation upon an inmates return from Court, place separatee information in JACCS and forward information to the Records Office for distribution to the compliance office.
    - 2) Cooperating Witness Separatees will be the responsibility of Case Management Services Staff (CMS). However, documentation will remain in CMS but the Separation Order will be forwarded to the respective Record Office for placement in the institutional files of each separatee.
    - 3) The Adjustment Board and /or Housing Board will be responsible for initiating request for separations (Attachment 1) for incidents that happen in the facilities. Extreme caution should be used to keep inmates separate until the order can be signed. Once signed a copy will be forward to Record Office Chief for placement within the institutional files and JACCS.
  - f. The compliance office is responsible for the appropriate housing of inmates at the DCDF and also for the tracking of DCDF separatees.
  - g. The Designation Desk is responsible for movement out of the DCDF and should review JACCS and the institutional files before movement to ensure that separatees are not transported together and are not housed at the same facility or halfway house.
  - h. Case Managers are responsible for continuously screening all cases, at intake, and at initial and reclassification reviews to ensure that separations are honored. They are also responsible for noting separations on security forms and reports, especially, when related to movement.
9. **PROCEDURES.** Staff shall screen for separations to affect the proper security and safety of inmates and to initiate a separation order request.
- a. **Court Ordered Separations.** Cases of court orders and prosecutors' requests for separations do not require any referrals to the Housing Board and can only be lifted by the requesting authority. Attachment 2 shows an order from Superior Court and Attachment 3 shows the separation order that DCDC generates as a result. Similarly, Attachment 4 shows a separation request from a prosecutor and Attachment 5 shows the separation order that DCDC generates as a result.
  - b. **Intake Screening.** During the admission process of inmates into the institution, the staff responsible for intake screening shall:

- 1) Review all documents pertaining to the incoming inmate. Ordinarily, this should be completed prior to the intake-screening interview. If documentation reveals a need for separation, the assigned staff shall complete a separation order request memorandum.
  - 2) Interview the inmate for separation needs. The review shall include a search in JACCS so that the intake screener can identify the location of any inmates from whom the inmate is separated from (referred to as a "Separatee").
  - 3) Interview the inmate about any needs he or she may have for the separation. All information reported by the inmate shall be verified and can be the basis for a separation order if valid.
  - 4) Staff must be cautious not to divulge the names of separatees.
- c. **New Information.** Any employee who becomes aware of a need for separation based on self-admission by the inmate or disclosed in documentation shall immediately ensure that the inmates are separated and that a separation order request memorandum is completed along with documentation and is completed and forwarded to the Housing Board. The procedures described in section "b. subsections 2) through 4) above" above shall be followed.
- 10. SEPARATION ORDER LIFT.** All requests for the removal of a separation order resulting from incidents at a facility (see 8.e.) shall be forwarded by the Housing Board through the chain of command to the Warden or Administrator for final approval. The request must include the rationale for the separation lift and any appropriate supporting documentation. This documentation should be immediately forwarded to the Inmate Record and Judgement and Commitment file.



— Odie Washington  
Director

**Attachments**